



Checklist

Plan to Drive Follow-through

Use the checklist below to help ensure that you have a robust plan to ensure follow-through, transfer, and application to sustain the value of the learning experience.

Key Follow-Through Elements		
Element	<input checked="" type="checkbox"/>	Criterion
Goals	<input type="checkbox"/>	Participants set, or are provided with, strong stretch goals that require learning transfer and application to achieve.
Reminders	<input type="checkbox"/>	Learning is kept top-of-mind through periodic reminders about the program's content, the participant's personal goals and objectives, and the need to continue to practice new knowledge and skills.
Accountability	<input type="checkbox"/>	Managers are reminded of the program's objectives and informed of their direct reports' personal goals for application.
Accountability	<input type="checkbox"/>	Learners' objectives and progress are made public—at least to their cohort of learners and their managers—similar to business goals and progress.
New Finish Line	<input type="checkbox"/>	There is a mechanism and pre-determined reporting schedule to underscore the need for action and reflection that includes a defined end point and "final exam."
Recognition	<input type="checkbox"/>	Appropriate recognition is planned for those who make great progress and/or complete their objectives.